



California Institute
of the Healing Arts & Sciences

CATALOG

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General Catalog

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California Institute of the Healing Arts & Sciences is dedicated to the principle of equal opportunity. Factors of race, religion, national origin, ethnicity, physical disadvantage, or sexual orientation will not be considered in admitting students or employing faculty or staff.

**Licensed to operate by the Bureau for Private Postsecondary
Education, State of California**

**Approved by the California State Board of Registered Nurses,
Department of Consumer Affairs as a provider of
Continuing Education for Registered Nurses,
and training of Veterans and eligible person under
Provisions of Title 38, United States Code**

CALIFORNIA INSTITUTE OF THE HEALING ARTS & SCIENCES

2377 Gold Meadow Way, Suite 100

Gold River, California 95670

U.S.A.

Phone: 916-484-1700 ♦ Fax: 916-631-1587

e-mail: [info @ californiainstitute.net](mailto:info@californiainstitute.net)

www.CaliforniaInstitute.net

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FROM THE PRESIDENT WELCOME!

Thank you for your interest in the California Institute of the Healing Arts & Sciences (CIHAS).

W*ith this catalog, we are providing you with a glimpse into our institute and our holistic health care Programs. I encourage you to personally visit us to meet our instructors, staff and staff and students, and to sit in on a class or two to sample the quality of our career diploma diploma and certificate programs.*

HISTORY

California Institute of the Healing Arts & Sciences had its beginning in 1943 and has been in Sacramento for more than 35 years. During its long history, we have developed a method of education, which utilizes a holistic alternative approach to the study of health care alternatives. The Institute provides an environment, which supports education in every respect, through the teaching, the administration, and the physical and spiritual environment in which we learn.

The growth of the health care profession has been exceptional in this county and around the world. All facets of alternative health care are gaining greater acceptance as people seek options in wellness and preventive care. Our programs offer you the opportunity to work with individuals, in a variety of professional settings, to maximize and improve their quality of life. CIHAS programs have been formulated with the quality essential to provide students with successful, rewarding careers as Health Care Professionals in their chosen field. Our step-by-step teaching process is designed to give the student everything they need to be successful in this rapidly growing profession.

MISSION STATEMENT

Our institute is committed to providing the highest level of professional training to our students. Our goal is to train people to become professionals who are prepared to establish their own practices or to obtain jobs in the expanding market for alternative/holistic health care.

In support of the Institute's mission, the Institute's objectives are to:

- *Maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interest, and opinions.*
- *Provide faculty who have demonstrated expertise in their respective specialty both professionally and academically.*

AS A CAREER, becoming a Health Care Professional is one of the most rewarding opportunities an individual may experience. As an advancement or enhancement to an existing career or for those who are seeking personal growth/enrichment, these programs may be one of the most beneficial for improving knowledge and skills to an individual's personal development and life's experiences.

***Carol J. DiGirolamo,
President***

APPROVALS and MEMBERSHIPS

California Institute of the Healing Arts & Sciences is granted institutional approval from the Bureau for Private Postsecondary Education. The Bureau's approval means that the institution and its operation comply with the standards established under the law for the occupational instruction by private postsecondary educational institutions. Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the bureau. Institutional approval must be re-approved every three years and is subject to continuing review. This institute is not a public institution.

Approved Diploma Programs

Holistic Health & Alternative Healing Programs

<u>HOLISTIC HEALTH PRACTITIONER</u>	500 HOURS
<u>BEHAVIORAL THERAPIST</u>	400 HOURS
<u>LIFE COACH</u>	300 HOURS
<u>CLINICAL HYPNOTHERAPIST</u>	200 HOURS
<u>MASTER HERBAL PRACTITIONER</u>	200 HOURS
<u>AROMATHERAPIST</u>	100 HOURS

Massage Therapy Programs

<u>CLINICAL MASTER MASSAGE THERAPIST</u>	720 HOURS
<u>MASTER MASSAGE THERAPIST</u>	500 HOURS
<u>ADVANCED MASSAGE THERAPIST</u>	250 HOURS
<u>MASSAGE THERAPIST</u>	130 HOURS

A Certificate of Completion or Diploma is awarded upon satisfactory completion of the above subjects.

Instruction is on the premises, with facility occupancy accommodating up to 20 students at any one time.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Prospective enrollees are to visit the physical facilities of the school and to discuss personal education and occupational plans with school personnel prior to enrolling or signing enrollment agreements. (Prospective students who live more than fifty miles from the school, and distance learning enrollees, may have this discussion by phone, Webex, or Skype). Distant Education is in real time. Any class materials will be mailed, faxed, or e-mailed within 5-days.

California Institute of the Healing Arts & Sciences encourages students to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.

California Institute of the Healing Arts & Sciences is approved by the California State of Registered Nurses, Department of Consumer Affairs as a provider of continuing education for registered nurses.

“Any questions a student may have regarding this catalog that has not be satisfactorily answered by the Institution may be directed to the bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, #400, Sacramento, CA 95833, www.bppe.ca.gov, Toll Free #(888) 370-7589 or by fax (916)263-1897.”

Nurses Continuing Education

Many Nurses find CIHAS’ Alternative Health Professional Training valuable both for themselves and their patients, and incorporate it into their nursing work. Others develop an independent private practice that allows them to help others outside a hospital setting.

CIHAS is approved under Board of Registered Nurses Provider Number CEP 15215 to offer continuing education for nurses.

Veterans’ Educational Benefits

CIHAS is approved under Provisions of Title 38, United States Code to provide training for veterans

and other eligible persons. Eligible prospective students may apply for benefits by calling the VA

office for assistance at 1-800-827-1000. The original application should be mailed to the VA office, with a

copy of the application to CIHAS Administrative Office.

Veterans’ Refund Policy: In the event that a veteran or a veterans’ beneficiary enrolls under the provisions of Title 38, US Code, and discontinues his or her enrollment before completion of the course, the institute will retain ten dollars (\$10) as a bona fide registration cost. All other advance payment of tuition, fees, and other charges will be refunded to the student on a pro-rata basis computed to the date of discontinuance of enrollment.

Vocational Rehabilitation

Many vocational rehabilitation counselors have found CIHAS’s Health Professional Training appropriate for retraining of their clients. Along with technical skill and support, our programs instill the confidence to succeed.

Associated Bodywork & Massage Professionals (ABMP)

CIHAS adhere to the national standards for Massage Therapists and Somatic Practitioners established by the Associated Bodywork & Massage Professionals Association. The association was established to meet specific requirements based on training. All members are required to maintain the highest standards of professional conduct and strictly adhere to the ABMP Code of Ethics.

Membership in the ABMP carries with it many benefits, including a MASSAGE and BODYWORK Magazine, a newsletter, and access to conventions, workshops, and other pertinent information for the professional.

One of the most important benefits is that members are offered professional and comprehensive general liability insurance. Many professionals consider insurance a business necessity. Many businesses require it of Massage Therapists, and Somatic Practitioners working for them as independent contractors or renting space in their facility.

Upon graduation from CIHAS’s Massage Therapy Program training, you may qualify to join the Associated Bodywork & Massage Professionals.

FACILITIES



California Institute of the Healing Arts & Sciences is located in Sacramento, California. The campus is located at 2377 Gold Meadow Way, Suite 100, Gold River, California 95670. Phone: (916)484-1700; Fax: (916) 631-1587 www.CaliforniaInstitute.Net. Classes are held at this address.

California Institute of the Healing Arts & Sciences is a Private Institute, and is licensed to operate by the Bureau for Private Postsecondary Education, State of California.

Sacramento is the capitol of California and is located in Northern California. It is one of the great centers for natural living. With its prime location and small town feeling, Sacramento is still one of the most affordable cities in California.

Our Institute occupies meeting and board rooms, offices, classrooms and a break room in the HQ building, Suite 100. It has 2 classrooms, furnished appropriately with instructional furniture for the type of work performed. The classroom has Wi-Fi for internet access; Video; DVD; CD Equipment and Power Point accessibility. Resource center/bookstore containing reference and reading materials related to the training programs are located close by. It is available to students before and after class. An office for administrative duties is located in office 10. The largest classroom is appropriately furnished for seating up to 20. There are three offices used as therapeutic offices for seeing of clients and for students' use during class technique utilization.

CIHAS is conveniently located near good public transportation, and is nearby to a city bus line. We are easily accessible from Highway 80 and Highway 50.

This institution, the facilities it occupies, and the equipment it utilizes fully complies with federal, state and local ordinances and regulations, including those as to fire, building safety and health.

ADMINISTRATIVE OFFICE HOURS

Monday through Friday 9:00 am to 5:00 pm or by appointment. Important information such as operating hours, holidays, vacations, class schedules and revisions are announced to students in advance and are given to students upon enrollment or upon request. Call (916) 484-1700.

HOLIDAY AND BREAKS

California Institute of the Healing Arts & Sciences observes the following holidays:

New Years Day

July 4th

Labor Day

Memorial Day

Thanksgiving Day and the day following

Christmas Eve and Christmas Day



ADMISSIONS

REQUIREMENTS AND PROCEDURES

To apply for admission to CIHAS, simply give us a call. We will schedule a required personal interview with a CIHAS Representative. The interview is conducted on campus, or if distance learning, Webex, Skype or Telephone interview. Students are given a full tour of our facility so you can gain a better understanding of the institute and view its facilities and equipment. All applicants are required to have an interview with the Admissions Representative and pass an entrance exam.

After the enrollment process has been completed, it is the student's responsibility to inform the school of any disability that may require adjustments or auxiliary aids in the course of the curriculum.

We at CIHAS strive to maintain the highest educational standards. We therefore reserve the right to admit only those applicants who show that they are physically, emotionally, and academically qualified. Admission is also based on whether you are of good character and sufficiently motivated and committed to pursuing a professional career in the holistic healthcare field.

CIHAS does not discriminate on the basis of race, color, sex, nationality, or ethnic origin in administration of its educational policies, admission policies, and other school administered programs.

Listed are the specific requirements and procedures that CIHAS has established for admission to the institute:

- Registration fee of \$100. is paid at time of enrollment, plus a deposit or tuition.
- All applicants must have a high school diploma or its equivalent (GED).

ENGLISH-AS-A SECOND LANGUAGE

"CIHAS does not provide English-as-a-Second-Language instruction. Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All courses are taught in English."

TRANSFER OF CREDITS

It is the responsibility of students who plan to transfer to other postsecondary institutions to acquaint themselves with the requirements of any selected college, university or institution. CIHAS does not guarantee transferability of credits and it should not be assumed that any courses or programs described in this catalog could be transferred. CIHAS currently does not have a transfer agreement with any other college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution. This is a standard transfer of-credit procedure.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDITIALS EARNED AT OUR INSTITUTION"

The transferability of credits you earn at California institute of the Healing Arts & Sciences is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the following educational programs, Holistic Health Practitioner, Behavioral Therapist, Life Coach, Clinical Hypnotherapist, Clinical Master Massage Therapist, Master Massage Therapist, Advanced Massage Therapist, Massage Therapist, Aromatherapist, or Master Herbal Practitioner is also at the complete discretion of the institution which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending California Institute of the Healing Arts & Sciences to determine if your credits, diploma or certificate will transfer.

CREDIT FOR PREVIOUS TRAINING

Students who have taken related courses or have previous training or work related experience may be granted credit towards California Institute of the Healing Arts and Sciences' certificate programs. This credit cannot exceed more than 25% of the program. There is a \$25 fee for this service.

The Director of Education will conduct an evaluation to determine what level of learning the student's prior coursework equivalent is to and how many

credits may be granted. CIHAS will evaluate courses or programs from any accredited public or private four-year university, two-year junior/community college, public or private technical or vocational school, or military school. This evaluation process will be completed within 30 days of application for credit.

The following conditions must be met prior to awarding transfer credit for courses taken: 1) A grade of "C/2.0" or higher in the course, 2) the student must provide an official transcript from the institution/school where the course(s) were taken, and 3) copies of the course description from the School's catalog must also be included. Prior coursework must have been completed within the past five (5) years.

For credit to be granted for prior work related experience, students are required to complete a challenge test and/or a practical examination of skills and provide employer documentation. Scores of 70% or higher must be achieved on all tests that are administered. These exams may only be taken once. This evaluation process will be completed within 30 days of application for credit.

ACADEMIC POLICIES AND INFORMATION

PROGRAM CHANGES-POLICY GUIDELINES

CIHAS has the right, at its discretion, to make reasonable changes in program content, materials, and equipment, as it deems necessary in the interest of improving the students' educational experience. CIHAS reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction to training and contribute to the level of interaction among students.

Oversight agencies may require that changes take place-affecting students currently enrolled. CIHAS may therefore be required to make appropriate changes.

STUDENT COMPLAINT-GRIEVANCE PROCEDURE

Students with complaints/grievances relating to classroom matters should first discuss them with their instructor. Unresolved complaints/grievances should be directed to the Director, Carol DiGirolamo.

Students should discuss complaints/grievances of a non-academic matter with the Director. If the student feels the complaint/grievance has not been adequately addressed, and if you have exercised CIHAS's formal student complaint procedure as stated above and you feel that the problem has not been resolved, then you may direct your complaint to: Bureau for Private Postsecondary Education, P. O. Box 980818, West Sacramento, CA 95798-0818 (916) 574-7720.

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 Toll Free or by completing a complaint form, which can be obtained on the Bureau's internet website: www.bppe.ca.gov.

CLASS SIZE

Classes generally range in size from 10 to 15 students depending on the subject matter and method of instruction.

Massage Lab ratio student to teacher is 15 to 1 and lecture ratio student to teacher is 30 to 1.

DRESS CODE

Students are expected to dress and groom themselves for class, as they will do for their future positions in the health care community. Dress, grooming and cleanliness should be appropriate to the field of study.

CLASSROOM BEHAVIOR AND ATTENDANCE

Students are expected to arrive to class on time. Failure to do so may result in disciplinary action. Instructor takes roll at the start of every class. Students are not allowed to bring guests to any CIHAS class, without prior approval.

No tape recorders of any kind are allowed in CIHAS classes.

Students are expected to be polite to their instructors and fellow students. CIHAS places high value on a professional atmosphere in the classroom and, therefore, reserves the right to remove any student who disturbs the professionalism and or/conducive-learning environment of a class.

STUDENT CONDUCT NOTICES

Any student who engages in undesirable behavior, conduct, or unacceptable hygiene, or for whom CIHAS receives a complaint of undesirable behavior,

conduct or unacceptable hygiene will receive a written Student Conduct Notice. Such notice will outline the behavior in questions and/or suggestions for improvement. The student then has the opportunity to respond to this complaint/suggestions for improvement. All such notices and student responses will be kept in the student's record. Failure to correct problematic behavior or student's engagement in a variety of problematic behaviors can result in the student's dismissal. Any behavior(s) requiring three such conduct notices will result in the automatic dismissal of the student.

STUDENTS WITH SPECIAL NEEDS

The California Institute is committed to providing reasonable accommodations for applicants for admission, students, and applicants for employment, employees, and visitors who are disabled.

Students and employees are responsible for providing the appropriate documentation and requesting reasonable accommodation in a timely manner. Appropriate professional staff will review and evaluate documentation provided by the student/employee and notify the faculty of necessary accommodations at the student/employee's request. Support services will then be provided where available, depending on the nature of the need and availability of resources.

ATTENDANCE POLICY

CIHAS recognizes that there are times when a student is unable to attend class, arrives late or leaves early. The attendance policy allows for these circumstances, while ensuring that each student attends class a sufficient amount of time to master the subject material. A student will be placed on attendance probation if he or she is below 80% attendance in at mid-point in the program. Frequent tardiness and/or unexcused absences are cause for placing a student on probationary status. Unsatisfactory progress and automatic termination from the program will result from fourteen (14) consecutive calendar days of absences (massage programs) or 4 consecutive Saturdays, according to the program enrolled or extending training time beyond 150% of the program total.

Attendance Probation: A student will be placed on attendance probation if he or she is below 80% attendance at mid-point in the program. The student must bring their attendance to 80% by the end of the Program to graduate on time. A student will be

placed on probation for a maximum of three modules before dismissal is recommended.

Tardiness of Leaving Early: Students who are late to class (15 minutes after the start of class) or who leave class 15 - 60 minutes early are considered tardy. Tardiness on four separate occasions will constitute one (1) day of absence and be recorded on their attendance record.

Attendance Probation Removal: If the 80% attendance is not achieved at the conclusion of the probationary period, the student will be terminated.

Attendance Appeal Process: Students may appeal termination if extenuating circumstances exist. Appeals must be made in writing to the Director. The Director will decide the date of re-entry, if applicable.

Re-entry Policy: Students who have been terminated for violating the attendance policy may re-enter through the appeal process.

Leave Of Absence: Occasionally circumstances arise that require students to interrupt their training. Depending on the situation and length of time, students may be granted a leave of absence. Students who find it necessary to take a leave of absence must submit a written request to the Director of Education, Carol DiGirolamo. The request should outline the circumstances and duration of leave requested. Usually a leave of absence may not exceed 60 calendar days, without approval from the Director.

Religious Holidays and Attendance

As a nonsectarian institution, CIHAS follows the general policy of including only certain legal holidays in the school calendar. However, the school's policy regarding religious holidays is that members of any religious group may absent themselves from classes when compliance with their religious obligation requires it.

When a student anticipates being absent because of a religious observance, they must notify the school in writing in advance of the absence.

WITHDRAWAL FROM THE INSTITUTE

Students who wish to withdraw from their training program should contact the Director of Education. All Students who withdraw are required to meet with the Director of Education before withdrawing. All withdrawals must be made in writing.

GRADUATION REQUIREMENTS

A Diploma will be issued to students upon successful completion of all academic requirements. Successful completion of all courses listed in the program breakdowns requires a minimum cumulative grade point average of 2.0 or above. Student attendance must be a MINIMUM of 80%.

Any student subject to Records Hold must satisfy outstanding obligations before a certificate of completion will be issued.

SATISFACTORY ACADEMIC PROGRESS

SATISFACTORY ACADEMIC PROGRESS

STATEMENT

Evaluation of student achievement will be based on meeting the objectives for each course. Student progress is evaluated two times throughout the program. The evaluation periods are at the mid-point and the end of every module. At the beginning of each course, a student will be given a course syllabus. Students must achieve a cumulative grade point average of at least 70% (2.0). A student who fails a module (course) is permitted to continue in her/his studies as long as satisfactory progress is maintained. Any module (course) that is incomplete must be repeated and passed.

GRADE POINT

The following system of grade points is used to evaluate a student's level of achievement:

GRADE LEVEL	PERFORMANCE DEFINITION	GRADE POINT AVERAGE
Excellent	A 90% – 100%	4.0
Above Average	B 80% – 89%	3.0
Average	C 70% – 79%	2.0
Below Average	D 69% – 60%	1.0
Failed	F Below 59%	0
*Incomplete	I Not Complete	

*An incomplete grade may be given for incomplete class assignments and/or examinations only with permission from the instructor. The *I* grade will be converted to an unsatisfactory grade if the incomplete is not made up by the date specified by the instructor.

MAKE-UP WORK

Students may not make-up absences from class. However, students will be required to make up all assignments, examinations or other work missed as the result of any excused or unexcused absence. Upon returning to school, the student must immediately arrange to meet with the instructor regarding missed requirements. The instructor will specify make up assignments and due dates. The instructor may assign additional outside assignments if deemed necessary. All arrangements are subject to the approval by the school's Director of Education.



SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

All students must maintain satisfactory academic progress in order to continue as a student. Students are considered to be making satisfactory progress when they begin school and during any probationary period. This includes, but is not limited to meeting minimum standards for grades, work projects, and externship.

Students must show satisfactory academic progress by meeting the following requirements:

- Achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent) or be on academic probation;
- Progress at a satisfactory rate toward completion of program; and
- Complete the training programs within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70 percent (2.0) will be notified in writing that they are being placed on academic probation, which will begin at the start of the next module (course). Students will be considered to be making satisfactory progress while on probation status.

UNSATISFACTORY ACADEMIC PROGRESS

Academic Probation: A student will be placed on academic probation when he/she cannot meet the above-described GPA for one module (course). If the GPA of 2.0 is achieved by the student by the end of the module (course), the student will be considered making satisfactory progress. However, if the GPA of 2.0 is not achieved by the end of the module the student will be terminated.

Removal from Academic Probation: Removal from academic probation requires that a student maintain satisfactory academic progress for at least one module (course).

Appeal Process: Students who are placed on a probation and/or termination status for failure to maintain satisfactory academic progress may appeal. A written statement describing the extenuating circumstances

must be submitted to the Director. The student will be notified in writing of the result of the appeal within 5 business days.

MAXIMUM PROGRAM COMPLETION TIME

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1.5 times the normal timeframe. This institution defines the normal timeframe as the length of time it would take a student to complete the total program according to the Enrollment Agreement. For example, a program that is scheduled for 500 hours in length must be completed in 750 hours. Time spent on an approved leave of absence is not counted against the maximum timeframe.

UNSATISFACTORY GRADES

Modules (courses) with grades of F or Incomplete (I) are considered unsatisfactory and these modules (courses) must be repeated.

MODULE (COURSE) RETAKE POLICY

Students who receive an unsatisfactory grade for a module (course) must repeat the module (course). For purposes of calculating the students' GPA, the institution will use the highest grade achieved.

SUMMARY OF

TERMINATION/REINSTATEMENT POLICIES

Those who fail to maintain the required policies described under the sections related to satisfactory academic/attendance progress, leave of absence, conduct, dress code, substance abuse and/or financial obligations included within this catalog will be subject to termination. Reasons for termination include, but are not limited to, the following:

- Violation of the attendance policy.
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

REINSTATEMENT POLICY

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process. Upon reinstatement, the student will be placed on probation. At the end of the first module (course) after reinstatement, the following standards must be achieved a cumulative GPA of 70% (2.0) and 70% cumulative attendance.

WITHDRAWAL POLICY

In order to withdraw, the student must notify the school in writing of his/her withdrawal. If a withdrawal is not filed, a student will be dropped after 4 consecutive absences.

APEALS PROCESS

Re-admission to the School following withdrawal for any reason will be at the discretion of the School's Academic Committee (Director and selected Faculty). A student may petition in writing for reinstatement within one year of dismissal. The Committee will review the student's previous academic admission records and his/her current situation in making a decision for reinstatement. The student will be notified of the Committee's decision. Students accepted for re-admission will be entitled to the same rights and privileges and are subject to the same regulations as any student.

Accessing Student Records

PRIVACY OF EDUCATION RECORDS

The Family Educational Rights and Privacy Act of 1974 entitles all students to review their records, including grades, attendance and advising reports. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the

school refuses to so amend the records, the student may, after complying with the Student

Complaint Procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

A student has the right to file a complaint with Family Policy Compliance, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the school's alleged failure to comply with the Act. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student.

STUDENTS MAY ACCESS THEIR FILE BY SCHEDULING AN APPOINTMENT, MONDAY THROUGH FRIDAY 9AM-5PM.

Records are maintained on campus for five years. Academic transcripts are maintained for 50 years. Transcripts are released only after receipt of a signed, written request from the student.

Drug Awareness

CIHAS maintains a drug-free campus and work place. The Institute maintains a list of community drug rehabilitation centers that specialize in drug abuse treatment where, if help is needed, the student or employee may receive help. CIHAS will not tolerate any illegal drugs or alcohol being used on the campus. The school refers students to outside agencies when the student requests assistance. The school complies with Section 487 (a) (10) of the Higher Education Act Amendments of 1986 concerning drug abuse prevention programs for students.

Licensing

In California, there is no state licensure to practice for Alternative/Holistic Health Practitioners. However, a Business License will have to meet city or county requirements, as necessary. The requirements vary from city to city and county to county. In California, Massage therapy falls under voluntary certification for a therapist. Credential: (CMT) 500 educational hours or Practitioner (CMP) 250 educational hours. Required Hours: Therapist - 500 hrs Practitioner - 250 hrs. For more information: See web site: www.camtc.org.

ACADEMIC CALENDAR

2012 Calendar-Schedule

Holistic/Alternative Health Training Programs

See Page 12 for Program Start Dates



Holistic Health Practitioner

500-Hour Program starts approximately every Five weeks, classes are held on Saturdays. This program lasts 40 weeks.

Behavioral Therapist Program

400-Hour-Program starts approximately every Five weeks, classes are held on Saturdays. This program lasts 32 weeks.

Life Coach

300-Hour Program starts approximately every Five weeks, classes are held on Saturdays. This program lasts 24 weeks.

Clinical Hypnotherapist

200-Hour Program starts approximately every Five weeks, classes are held on Saturday. This program lasts 16 weeks.

Massage Therapy Programs

Call for dates and times



Master Massage Therapist

500-Hour Program starts every five weeks, classes are 4 times a week. This program lasts 25 weeks.

Clinical Master Massage Therapist

720-Hour Program starts every five weeks.. This program lasts 36 weeks.

Advanced Massage Therapist

250-Hour Program Schedule - starts every Five weeks, the classes are 4 days a week. This program lasts 13 weeks.

Massage Therapist

130-Hour Program- starts every Six weeks, the classes are 4 days a week. This program lasts 6 weeks. Evening Schedule – starts every 12 weeks.

2012 Schedule

Course Training Dates

**Life Coach
Behavioral Therapist
Clinical Hypnotherapist
Holistic Health Practitioner**

The 10 Modules	Start Date	End Date
1. Body Module	01/07/12	01/28/12
2. Emotional Healing Module	02/04/12	03/03/12
3. Self-Healing Module	03/10/12	03/31/12
4. Mind/Body/Science Module	04/14/12	05/05/12
5. Healing with Energy Module	05/19/12	06/23/12
6. Intuitive Arts Module	06/30/12	07/28/12
7. Behavioral Coaching Module	08/04/12	09/08/12
8. Empowerment Module	09/15/12	10/13/12
9. Holistic/Alternative Health Module	10/20/12	11/10/12
10. The Mind Module	11/17/12	12/08/12

All classes will be adjusted if the Holiday falls during scheduled class time.

Holidays observed by the institute are listed below:

New Year's Day- January 1
President's Day Feb-18 (1 pm)
Easter-April 7
Mothers Day- May 12 (1pm)
Memorial Day-May 26
Fathers Day- June 16 (1 pm)
Independence Day- July 7
Labor Day- September 1
Columbus Day – Oct 6
Thanksgiving – November 24
Christmas Holidays- December 15 - January 6, 2013

The Institute reserves the right to make changes in the costs and programs described herein without prior notice.

Administration & Faculty



Carol DiGirolamo, Director of Education and Instructor of California Institute of the Healing Arts & Sciences in Sacramento, brings with her over 25 years of diverse study and professional business experience to her positions.

A California Institute of the Healing Arts & Sciences graduate and accomplished clinical Behavioral Therapist, Carol combines an impressive and unique background of holistic and administrative expertise which has contributed to the growing success of California Institute of the Healing Arts & Sciences.

Drawing on her diverse experience and professional knowledge, Carol directs every aspect of California Institute of the Healing Arts & Sciences business practices, educational and ethical compliance.

As an accomplished Holistic Health Practitioner, she plays a powerful role in empowering others who seek help and guidance. As an educational instructor to the Institute's students, Carol applies her clinical and behavioral knowledge of hypnotherapy to her instruction so that California Institute of the Healing Arts & Sciences students gain a better and more comprehensive understanding of the various multi-dimensional aspects of alternative/holistic healing methods.

Co-founder of California Institute of the Healing Arts & Sciences, with Carol, Jim DiGirolamo the developer and creator of Wisdom Center Technologies® regarded by many professionals in the Healing Arts as groundbreaking techniques. Jim passed away in May of 2009.

Jim was co-founder of Crisis Intervention Hotline in Sacramento, with his father, James V. DiGirolamo, a school psychologist, Jim served as its' director for five years. For over thirty years he had managed a successful private practice in behavioral therapist, specializing in mind-body techniques, and clinical hypnotherapy. Because of the tremendous need of expedient results in therapy, he has created an innovative half-hour therapy session; a radical departure from the standard one-hour session which most therapists use today and taught in our classes.

He was an advocate for behavioral therapy and the mind-body approach to healing and personal empowerment, believing that the power of true healing lies within each of us, and only needs to be tapped through the mind-body connection /techniques. With his creative approach to alternative healthcare, he created new innovative programs to help people resolve challenging personal problems. Ji

Tiffany Leigh, Instructor of Massage Therapy, brings varied experience to CIHAS, having a background as a massage therapist for 20 years along with a decade of spa experience.

Her areas of specialty include spa treatments, such as specialty aromatherapy facials, aromatherapy head massage, and body wraps and masks. Past experience includes supervised of other therapists, including instructing new hires in massage therapy, draping techniques, procedures and techniques.

Tiffany greatest strength as a teacher is her “never ending” optimistic attitude, which spills into the classroom. She shares with her students her knowledge and love of alternative health therapies, always with her cheerful, optimistic and upbeat disposition.

Advisory Board Members

Norma Flautt, R.N.
Folsom, CA

Adrienne Volpert, D. C.
Owner
Volpert Chiropractic Clinic, Elk Grove, CA

Yaniris Fraticelli, CMT
Owner
Escape Petite Spa, Fairfield, CA.

PROGRAMS OF STUDY

DIPLOMA PROGRAMS

Holistic Health Practitioner

This course is designed to prepare students for employment as a Holistic Health Practitioner in a health care setting or to enter private practice.

General Objective: The objective of this course is to provide an integrated approach to health and wellness in the field of mind/body healing. This is accomplished through learning holistic healing modalities and technique utilization during class. This course has an emphasis on the mind/body/spirit/emotion connection as it relates to holistic studies.

This Program starts every five weeks, classes are held one day a week on Saturday, and takes 52 weeks to complete.

A Student Academic progress report is given at the mid-point and a final exam is taken upon completion of course.

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

The object of this course is to:

- ◆ Understand holistic health and practices.
- ◆ Understand and apply effective healing modalities.
- ◆ Understand mind-body science.
- ◆ Effectively employ principles of self-healing techniques.
- ◆ Effectively employ principles of behavioral therapy.
- ◆ Understand and use healing energy.
- ◆ Gain knowledge in communication and public relations.
- ◆ Understand and apply professional ethics in their practice as a Holistic Health Practitioner.
- ◆ Apply the knowledge presented to create a successful therapy practice.

This program Consists of:

Lecture: 160-Hours, *Lab:* 160-Hours, and *Externship/*

Clinic: 180-Hours

Books and Supplies Include: “The Power of Your Subconscious Mind”- Joseph Murphy, “Attunement For Life” CD, Four California Institute-Wisdom Center Training Manuals: “Wisdom Center Therapy Training Manual”, “How to Build the Ultimate Therapy Practice,” “Wisdom Center Client Programs,” Wisdom Center Client Report Book.”

COURSE OUTLINE:

This training program is divided into independent modules, and consists of 10 of 10 modules.

See page 29

For complete course/module descriptions

10 Modules	Clock Hours	Quarter Credits
Empowerment	32	2.4
Holistic/Alternative Health Module	32	2.4
Mind Module	32	2.4
Body Module	32	2.4
Emotional Healing Module	32	2.4
Self-Healing Module	32	2.4
Mind/Body/Science Module	32	2.4
Healing with Energy Module	32	2.4
Intuitive Arts Module	32	2.4
Behavioral Coaching Module	32	2.4
Externship/Internship	180	6.0
Total Hours and Credits Required for Graduation	500	30



Behavioral Therapist

This course is designed to prepare students for employment as a **Behavioral Therapist** in a health care setting or to enter private practice.

General Objective: The objective of this course is to provide an integrated approach to health and wellness in the field of mind/body healing. This is accomplished through learning behavioral therapy modalities and technique utilization during class.

This course has an emphasis on the mind/body/spirit/emotion connection as it relates to holistic studies.

This course utilizes lectures, demonstrations, techniques, and emphasizes professionalism with practicum.

This Program starts every five weeks, classes are held on Saturday, and takes 32 weeks to complete.

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

The object of this course is to:

1. Understand alternative/behavioral health and practices.
2. Understand and apply effective alternative healing modalities.
3. Understand mind-body science.
4. Effectively employ principles of self-healing techniques.
5. Effectively employ principles of behavioral therapy.
6. Understand and use healing energy.
7. Understand and apply professional ethics in their practice as an Alternative Health Practitioner.
8. Apply the knowledge presented to create a successful therapy practice.

This program consists of:

Lecture: 128-Hours, *Lab:* 128-Hours, and *Externship/*

Clinic: 144-Hours

Books and Supplies Include: “The Power of Your Subconscious Mind”- Joseph Murphy, “Attunement For Life” CD, Four California Institute-

Wisdom Center Training Manuals: “Wisdom Center Therapy Training Manual”, “How to Build the Ultimate Therapy Practice,” “Wisdom Center Client Programs,” Wisdom Center Client Report Book.”

COURSE OUTLINE:

This training program is divided into independent modules, and consists of 8 consecutive modules out of 10.

**See page 29 for complete
Course/module descriptions**

8 Modules of 10	Clock Hours	Quarter Credits
Empowerment	32	2.4
Holistic/Alternative Health Module	32	2.4
Mind Module	32	2.4
Body Module	32	2.4
Emotional Healing Module	32	2.4
Self-Healing Module	32	2.4
Mind/Body/Science Module	32	2.4
Healing with Energy Module	32	2.4
Intuitive Arts Module	32	2.4
Behavioral Coaching Module	32	2.4
Externship/Internship	144	4.8
Total Hours and Credits Required for Graduation	400	24



Life Coach

This course is designed to prepare students for employment as a Life Coach in a health care setting or to enter private practice.

The overall objective of this course is to provide an integrated approach to life coaching and business environment in the field of mind/body empowerment. This is accomplished through learning behavioral therapy modalities and technique utilization during class.

This course has an emphasis on the mind/body/spirit/emotion connection as it relates to behavioral studies.

This course utilizes lectures, demonstrations, techniques, and emphasizes professionalism with practicum.

This Program starts every five weeks, classes are held on Saturday, and takes 24 weeks to complete.

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

The object of this course is to:

1. Understand alternative/behavioral health and practices.
2. Understand and apply effective coaching modalities.
3. Understand mind-body science.
4. Effectively employ principles of self-healing techniques.
5. Effectively employ principles of behavioral therapy.
6. Understand and use healing energy.
7. Understand and apply professional ethics in their practice as an Life and Business Coach.
8. Apply the knowledge presented to create a successful practice.

This program consists of:

Lecture: 96-Hours, *Lab:* 96-Hours, and *Externship/Clinic:* 108-Hours

Books and Supplies Include: “The Power of Your Subconscious Mind”- Joseph Murphy, “Attunement For Life” CD, Four California Institute-Wisdom Center Training Manuals: “Wisdom Center Therapy Training Manual”, “How to Build the Ultimate

Therapy Practice,” “Wisdom Center Client Programs,” Wisdom Center Client Report Book.”

COURSE OUTLINE:

This training program is divided into independent modules, and consists of 6 consecutive Modules out of 10.

Course/module Descriptions.
See pages 29 for complete

6 Modules of 10	<i>Clock Hours</i>	<i>Quarter Credits</i>
Empowerment	32	2.4
Holistic/Alternative Health Module	32	2.4
Mind Module	32	2.4
Body Module	32	2.4
Emotional Healing Module	32	2.4
Self-Healing Module	32	2.4
Mind/Body/Science Module	32	2.4
Healing with Energy Module	32	2.4
Persuasive Communications Module	32	2.4
Behavioral Coaching Module	32	2.4
Externship/Internship	108	3.6
Total Hours and Credits Required for Graduation	300	18



Clinical Hypnotherapist



This course is designed to prepare students for employment as [Clinical Hypnotherapist](#) in a health care setting or to enter private practice.

General Objective:

The objective of this course is to provide an integrated approach to hypnotherapy in the field of mind/body

empowerment. This is accomplished through hypnotherapy modalities and technique utilization during class.

This course has an emphasis on the mind/body/spirit/emotion connection as it relates to hypnotherapy studies.

This course utilizes lectures, demonstrations, techniques, and emphasizes professionalism with practicum.

This Program starts every five weeks, classes are held on Saturday, and takes 16 weeks to complete

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

The object of this course is to:

1. Understand alternative/hypnotherapy health and practices.
2. Understand and apply effective hypnosis modalities.
3. Understand mind-body science.
4. Effectively employ principles of self-healing techniques.
5. Effectively employ principles of behavioral therapy.
6. Understand and use healing energy.
7. Understand and apply professional ethics in their practice as a Clinical Hypnotherapist.
8. Apply the knowledge presented to create a successful practice.

Lecture: 64-Hours, *Lab:* 64-Hours, and Externship.

Clinic: 72-Hours

This program consists of:

Books and Supplies Include: “The Power of Your Subconscious Mind”- Joseph Murphy, “Attunement For Life” CD, Four California Institute-Wisdom Center Training Manuals: “Wisdom Center Therapy Training Manual”, “How to Build the Ultimate Therapy Practice,” “Wisdom Center Client Programs,” Wisdom Center Client Report Book.”

COURSE OUTLINE:

This training program is divided into independent modules, and consists of 4 consecutive. Modules out of 10.

**See pages 29 for complete
Course/module descriptions**

4 Modules of 10	<i>Clock Hours</i>	<i>Quarter Credits</i>
Empowerment	32	2.4
Holistic/Alternative Health Module	32	2.4
Mind Module	32	2.4
Body Module	32	2.4
Emotional Healing Module	32	2.4
Self-Healing Module	32	2.4
Mind/Body/Science Module	32	2.4
Healing with Energy Module	32	2.4
Intuitive Arts Module	32	2.4
Behavioral Coaching Module	32	2.4
Externship/Internship	72	2.4
Total Hours and Credits Required for Graduation	200	12

Massage Therapy Programs

Clinical Master Massage Therapist

This 720-Hour Training Course is designed to prepare students for employment as a Clinical Master Massage Therapist and/or to enter private practice.

Employment opportunities include positions in physicians' offices, hospitals, medical centers, chiropractic offices, nursing facilities, outpatient clinics, health clubs, fitness centers, spas, resorts, hotels, cruise ships, beauty and hair salons, pain management centers, sports team facilities, as well as setting up individual private practices. Structure is placed on the guidelines emphasized by the National Certification Board for Therapeutic Massage and Bodywork.

General Objective: The overall objective of this course is for the student to maximize knowledge as a Clinical master Massage Therapist and enable him/her to utilize advanced clinical techniques to assess and appropriately treat disorders of the body, which may benefit from massage. The student will learn soft tissue manipulation combined with acupressure points and techniques to help them release tension, increase circulation, and reduce pain.

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

The objective of this course is to:

1. Understand the basic structure, functions, and systems of the body.
2. Apply a practical working knowledge of anatomy, kinesiology, musculoskeletal pathology and human disease to a massage practice.
3. Understand the basic principles of massage therapy, concept of wellness and self-care.
4. Understand basic medical terminology.
5. Understand major principles of Western and Eastern Therapeutic Massage
6. Understand major principles of massage theory.
7. Effectively employ the principles of massage application and techniques.
8. Understand and apply professional ethics in their massage therapy practice.

9. Perform basic business and accounting functions.
10. Qualify for application to the National Certification Examination, administered by the National Certification Examination for Massage Therapist Board

Course Outline:

This training program is divided into modules. Students must complete the Fundamentals of Massage module as a prerequisite to any other module. Upon completing the Fundamentals of Massage Module, the student may take any sequence of remaining modules. All modules are independent, and the student continues their training until all modules are completed.

Note: The Clinical Practicum, Ethics and Business Module must be the last module completed prior to graduation.

Total Class Hours 720

Class meets five (5) days a week

See page 31 for complete course/module descriptions

<i>Modules</i>	<i>Clock Hours</i>	<i>Quarter Credits</i>
Fundamentals of Massage Therapy	80	6.6
Clinical Pathology and Physiology	80	6.00
Deep Tissue	80	5.00
Myofascial	80	5.10
Medical Massage	80	6.00
Sports Massage	80	6.00
Spa Techniques	80	5.35
Adjunctive Therapies	80	5.75
Clinical Practicum, Ethics and Business	80	5.00
Total Hours and Credits Required for Graduation	720	51.4



Master Massage Therapist

This 500-hour training course is designed to prepare students for employment as a Master Massage Therapist and/or to enter private practice.

Employment opportunities include positions in physicians' offices, hospitals, medical centers, chiropractic offices, nursing facilities, outpatient clinics, health clubs, fitness centers, spas, resorts, hotels, cruise ships, beauty and hair salons, pain management centers, sports team facilities, on-site locations (in offices, airports and public events), as well as setting up individual private practices. Structure is placed on the guidelines emphasized by the National Certification Board for Therapeutic Massage and Bodywork.

General Objective: The objective of this course is for the students maximize knowledge as a Master Massage Therapist and enable him/her to utilize advanced clinical techniques to assess and appropriately treat disorders of the body which may benefit from massage. The student will learn soft tissue manipulation combined with acupressure points and techniques to help clients release tension, increase circulation and reduce pain in the body.

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

The objective of this course is to:

1. Understand the basic structure, functions, and systems of the body.
2. Apply a practical working knowledge of anatomy, kinesiology, musculoskeletal pathology and human disease to a massage practice.
3. Understand the basic principles of massage therapy, concept of wellness and self-care.
4. Understand basic medical terminology.
5. Understand major principles of Therapeutic Massage.
6. Understand major principles of massage theory.
7. Effectively employ the principles of massage application and techniques.
8. Understand and apply professional ethics in their massage therapy practice.

9. Perform basic business and accounting functions.
10. Qualify for application to the National Certification Examination, administered by the National Certification Examination for Massage Therapist Board.

Course Outline:

This training program is divided into modules. Students must complete the Fundamentals of Massage module as a prerequisite to any other module. Upon completing the Fundamentals of Massage Module, the student may take any seven of nine remaining modules in sequence. All modules are independent, and the student continues their training until all modules are completed.

Note: The Clinical Practicum, Ethics and Business Module must be the last module completed prior to graduation.

Total Class Hours: 500

Class meets five (5) days a week

See page 31 for complete Course / Module descriptions

<i>6 Modules</i>	<i>Clock Hours</i>	<i>Quarter Credits</i>
First Module: Fundamentals of Massage Therapy	80	6
Deep Tissue	80	6
Sports Massage	80	6
Spa & Beauty Techniques	80	6
Adjunctive Therapies	80	6
Last Module: Clinical Practicum, Ethics and Business	100	4.2
Total Hours and Credits Required for Graduation	500	34.2

Advanced Massage Therapist



This 250-Hour Course has been designed to prepare students for employment as an Advanced Massage Therapist and/or to enter private practice.

Employment opportunities include positions in physicians' offices, hospitals, medical centers, chiropractic offices, nursing facilities, outpatient clinics, health clubs, fitness centers, spas, resorts, hotels, cruise ships, beauty and hair salons, pain management centers, sports team facilities, on-site locations (in offices, airports and public events), as well as setting up individual private practices. Structure is placed on the guidelines emphasized by the ABMP.

General Objective: This course is for the student maximize knowledge as an Advanced Massage Therapist and enable him/her to utilize advanced clinical techniques to assess and appropriately treat disorders of the body which may benefit from massage. The student will learn soft tissue manipulation and techniques to help them release tension, increase circulation, and reduce pain.

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

Course Objectives:

Upon completion of this course, the student will be able to:

1. Understand the basic structure, functions, and systems of the body.
2. Apply a practical working knowledge of anatomy, kinesiology, and the musculoskeletal systems.
3. Understand the basic principles of massage therapy, concept of wellness and self-care.
4. Understand basic medical terminology.
5. Understand major principles of Therapeutic Massage.

6. Understand major principles of massage theory.
7. Effectively employ the principles of massage application and techniques.
8. Understand and apply professional ethics in their massage therapy practice.
9. Perform basic business and accounting functions.

Course Outline:

This training program is divided into modules. Students must complete the Fundamentals of Massage module as a prerequisite to any other module. Upon completing the Fundamentals of Massage Module, the student may take any three of nine remaining modules in sequence. All modules are independent, and the student continues their training until all modules are completed.

Note: The Clinical Practicum, Ethics and Business Module must be the last module completed prior to graduation.

Total Class Hours 250

Class meets five (5) days a week

See page 31 for complete course/module descriptions

<i>Modules</i>	<i>Clock Hours</i>	<i>Quarter Credits</i>
First Module: Fundamentals of Massage Therapy	80	6.6
Clinical Pathology and Physiology		
Deep Tissue		
Myofascial		
Shiatsu (Acupressure)		
Sports Massage		
Spa Techniques		
Adjunctive Therapies		
Last Module: Clinical Practicum, Ethics and Business	10	.5
Total Hours and Credits Required for Graduation	250	18.25

Massage Therapist

This 130-Hour Course training course is designed to prepare students for employment as a [Massage Therapist](#) and/or to enter private practice.

Employment opportunities include positions in physicians' offices, hospitals, medical centers, chiropractic offices, nursing facilities, outpatient clinics, health clubs, fitness centers, spas, resorts, hotels, cruise ships, beauty and hair salons, pain management centers, sports team facilities, on-site locations (in offices, airports and public events), as well as setting up individual private practices. Structure is placed on the guidelines emphasized by ABMP.

General Objective: The objective of this course is for the students to maximize knowledge as a Massage Therapist and enable him/her to utilize clinical techniques to assess and appropriately treat disorders of the body which may benefit from massage. The student will learn soft tissue manipulation combined with techniques to help them release tension, increase circulation, and reduce pain

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

Course Objectives:

Upon completion of this course, the student will be able to:

1. Understand the basic structure, functions, and systems of the body.
2. Apply a practical working knowledge of anatomy, kinesiology, and the musculoskeletal systems.
3. Understand the basic principles of massage therapy, concept of wellness and self-care.
4. Understand basic medical terminology.
5. Understand major principles of Therapeutic Massage.
6. Understand major principles of massage theory.
7. Effectively employ the principles of massage application and techniques.
8. Understand and apply professional ethics in their massage therapy practice.

9. Perform basic business and accounting functions.

Course Outline

Total Class Hours 130

Class meets Four (4) days a week for Day Classes

Evening Classes meet Three (3) days a week

<i>Modules</i>	<i>Clock Hours</i>	<i>Quarter Credits</i>
Fundamentals of Massage Therapy	80	6.6
Clinical Practicum, Ethics and Business	50	2.5
Total Hours and Credits Required for Graduation	130	9.1



Aromatherapy Herbology

AROMATHERAPY



Since the beginning of recorded history, aromatic plants have been used to fragrance, beautify and heal the body, and to uplift, refresh and calm the mind. The life essence extracted from flowers, trees, herbs and spices is called Essential oils. These Essential oils are said to hold the vital life force of the plant itself, with all of its healing properties. And indeed, these oils – known as Aromatherapy oils – works wonders.

These courses are designed to give each student a thorough and in-depth understanding of how remarkable the essential oils help heal. The knowledge and experience gained in these courses will make a meaningful difference in every person's life.

Aromatherapy can be incorporated into many modalities creating a new aspect to your professional practice.

- ◆ Behavioral Therapy
- ◆ Clinical Hypnotherapy
- ◆ Massage Therapy
- ◆ Bodywork Somatics
- ◆ Psychotherapy and Counseling
- ◆ Wellness Clinics
- ◆ Pain Clinics
- ◆ Hospitals

HERBOLOGY



The art and science of Herbology leads you into the very heart of herbalism. It instills in students the necessary skills to practice this ancient healing art as well as a deep understanding of the essence of herbalism

The courses are written specifically for the student who requires a systematic, in-depth study of herbs. It emphasizes the foundations of herbalism, wildcrafting, wild plant identification, medicinal Herbology, ceremony and Earth awareness, herbal preparation and formulation. Though it instills in students the skill necessary to practice herbal home health care, it doesn't ignore the rich spirit and essence of herbalism. The heart of the course is in the development of knowledge, skill, and the healing remedies from the plant world.

Because people learn best by doing, this course was written to encourage "hands-on" learning. Each student has the choice of how they wish to use these lessons. The courses are designed to teach practical information through active participation.



Aromatherapist Course

This 100-hour course is ideally suited for those wishing to learn the fundamentals of aromatherapy, whether for personal well being or professional use.

The objective of this course is to provide a continuance of education and integrating of skills and techniques in the field of aromatherapy using essential oils to empower the client in mind/body/and spirit.

Class meets two evenings a week for 13 weeks or weekends for 13 weeks. Taught in an independent modular format.

This course combines lecture, demonstrations, samples, and techniques, along with hands-on experiences in the classroom covering Aromatherapeutic: the Specific Body Systems, Materia Medica, Applications for mind, body, emotions & spirit, aroma and perfume formulations, identification of oils and application, Essential Oil Blending preparations, and research and resources.

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

Covered in this course includes the following elements of aromatherapy:

- * The Psychology of Fragrance
- * Science Versus Folklore
- * Terminology
- * Methods/Solvents Used in Extraction
- * Aromatherapy Massage Oils, Salves and Ointments
- * Properties/Actions of Carrier and Essential Oils
- * Current Use of Essential Oils around the World
- * Therapeutic Blending for Specific Physical and Emotional or Spiritual Application
- * Aromatherapy as an Aid to Other Treatment modalities

Textbooks include “The Aromatherapy Book”, Workbook/Binder and essential oils. Paper and pen required for note taking.

A Diploma for 100 Hours as an Aromatherapist is awarded upon successful completion.

Two Modules or 100- Hours of Training Includes:

Introduction.....	2
Terminology.....	2
Aroma/Essential Oil Therapeutics:	
▪ Specific Body Systems.....	5
▪ Business Practice and Ethics.....	5
▪ Aroma/Essential Oil Formulations.....	18
▪ Applications for common ailments.....	18
▪ Lab.....	50
Total Clock Hours:	100



- * Blend:
- * Essential Oil Profiles
- * Dream Blends
- * Massage Application and Techniques
- * Counseling and Interviewing Techniques
- * Safety and Legal Issues
- * How to Access Aromatherapy Research
- * Further Educational Resources

Master Herbal Practitioner

Offered as a herbal training this 200-hour course providing instruction in how to acquire high-quality herbs, store, and use according to the desired physical and emotional effects for the client's needs. Through nutritional supplement and topical application the student learns how to benefit from the use of herbs and how to enhance well-being and wellness. This course is ideally suited for those wishing to learn advanced aspects of Herbalogy for comprehensive therapeutic use and the specific body systems, whether for personal well being or professional use.

Class meets two evenings a week for 26 weeks or weekends for 26 weeks. Taught in an independent modular format.



Textbooks include Herbal Wisdom Workbook/Binder. Paper and pencil required for note taking.

A Diploma upon satisfactory completion of this course is awarded as a Master Herbal Practitioner.

Instruction Mode:

Course instruction includes a combination of lecture, class exercises, lab work and student participation in class. Students receive extensive practicum hours while enrolled in training.

The objective of this course is to provide a continuance of education and integrating of skills and techniques in the field of Herbalogy.

Four Modules or 200- Hours of Training

Includes:

Introduction.....	2
Terminology.....	7
Herbal Therapeutics: Specific Body Systems.....	12
Business Practices and Ethics.....	5
Material Medica.....	5
Herbal Formulations.....	28
Applications for common ailments.....	28
Herb/Wild Plant Identification.....	10
Lab/Herbal Preparation.....	100
Research and Resources.....	3
Total Clock Hours.....	200

This class utilizes a “hands-on” approach. Students’ pair into groups to practice the tools and techniques just introduced during class lecture and demonstration. Refinement is conducted during the instructor’s rounds and later discussed as an entire class.

FINANCIAL INFORMATION

Tuition and Fees

Programs of Study

Name of Course	Hours	Tuition	Books Supplies	Registration Fee	STRF Fee	Total
Advanced Massage Therapist	250	\$ 2,392.50	\$250	\$ 100	\$ 7.50	\$ 2,750.00
Aromatherapist	100	\$ 795.00	\$100	\$ 100	\$ 2.50	\$ 997.50
Behavioral Therapist	400	\$ 8,075.00	\$350	\$ 100	\$ 25.00	\$ 8,550.00
Clinical Hypnotherapist	200	\$ 3,590.00	\$350	\$ 100	\$ 10.00	\$ 4,050.00
Clinical Master Massage Therapist	720	\$12,249.00	\$350	\$ 100	\$ 32.50	\$12,999.00
Holistic Health Practitioner	500	\$12,249.00	\$350	\$ 100	\$ 32.50	\$12,999.00
Life Coach	300	\$ 6,085.00	\$350	\$ 100	\$ 16.50	\$ 6,551.50
Massage Therapist	130	\$ 1,092.50	\$250	\$ 100	\$ 7.50	\$ 1,450.00
Master Herbal Practitioner	200	\$ 1,994.00	\$100	\$ 100	\$ 7.50	\$ 2,199.00
Master Massage Therapist	500	\$ 7,382.50	\$200	\$ 100	\$ 17.50	\$ 7,700.00

A Diploma is awarded upon Satisfactory Completion

Professional Development

Advanced, Continuing Education for Professionals and Self Improvement

Name	Hours	Tuition	Books/Supplies	Registration Fee	Total
Deep Tissue Massage	40	\$495	Inclusive	\$25	\$ 520
Spa & Beauty Techniques I	12	\$295	Inclusive	\$25	\$ 320
Spa & Beauty Techniques II	12	\$295	Inclusive	\$25	\$ 320
Hot Stone Massage	16	\$395	Inclusive	\$25	\$ 420
Clinic Internship	50	\$495	Inclusive	\$25	\$ 520

A Certificate of Completion is awarded upon satisfactory completion.

Each Training Program is complete and reflects the total cost necessary to complete each program. Student is responsible for their own transportation during their non-paid internship/externship and clinic. Tuition Options and Payment Plans are available. Please contact the school director.

PROFESSIONAL SERVICES PROGRAM



The California Institute of the Healing Arts & Sciences is proud to offer a Professional Services Program

exclusively to its Graduates who have completed the requirements for the Holistic Health Practitioner,

Behavioral Therapist, Life Coach and the Clinical Hypnotherapist Course.

This program is designed for the graduate who desires an interim professional office to start their practice. Carol DiGirolamo, President and Instructor provide her services to the graduates for consultations, technical advice, and over 25 years of business, sales, and marketing expertise. Complete office services are available to the graduate: telephones, desks, copy machines, library references, and office support. The term of the Professional Services Program is renewable annually, with a non-refundable application fee.

For a complete schedule of fees for the various options available, contact Carol DiGirolamo.

TUITION OBLIGATIONS

Tuition and fees are due by the starting date of your program. Students applying for a CIHAS Sponsored Loan must apply two weeks prior to class.

Payment Tuition Plans for the program selected are due the first class of each module unless alternative arrangements are made with the Director of Education. Tuition payments must be current to continue to any module. Payment may be made with cash, credit card, or money order made payable to California Institute of the Healing Arts & Sciences.

Checks that are returned for non-sufficient funds will be assessed a \$25 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be in cash or by money order.

A student may not receive a diploma until all unpaid financed accounts, current or delinquent have been satisfied. Any diploma or Letters of Recommendation will be retained and not released by the Institute until such obligations are satisfied. This includes Library obligations, overdue books and videos. It is the

student's responsibility to repay loans obtained for the course of instruction, the amount of the loan, plus interest, less the amount of any refund. Any defaults of student loans will have the consequence of collection through standard collection procedures and could result in reports of payment history and delinquencies to credit reporting agencies.

FINANCIAL AID

The financial assistance offered at CIHAS is through a lender who will finance qualified students for payment plans and various programs. The School will finance students in payment plans with a down payment and payments until balance is paid, without interest, as long as payments are made in a timely manner. CIHAS does not participate in any Federal financial aid programs. CIHAS participates in Workers Comp, EDD, VA & WIA funding programs.

REFUND POLICY

1. **Student Right To Cancel:** The Student have the right to cancel an enrollment agreement and obtain a refund of charges paid through attendance of the first class session or through the seventh day after enrollment, whichever is later, and shall receive 100% refund charges paid for institutional charges, less a registration fee of \$100.
2. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund.
3. **Determination of Withdrawal from School:** The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:
 - 1) The date you notify the Director of Education of your intent to withdraw.
 - 2) The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
 - 3) The date you fail to attend classes for 4 consecutive class days (Holistic Health Programs) and fail to inform the school that you are not withdrawing, and 14 consecutive days for the Massage Therapy Programs.
 - 4) The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return.
4. If a student withdraws or is terminated by the institution after the 7 day after signing the enrollment contract or through the first day of attendance, whichever comes later the following refund policy will be followed.

The institution shall provide a pro-rata refund of the institutional charges through 60% or less of the period of attendance. The period of attendance is the length of the program in which the student is enrolled.

- (1) Deduct a registration fee of one-hundred dollars (\$100) from the total tuition charge.
- (2) Divide this figure by the number of hours in the program.

- (3) The quotient is the hourly charge for the program.
 - (4) The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the registration fee specified in paragraph (1).
 - (5) The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.
5. Any refund that is due the student will be made with 45 days of cancellation or withdrawal. If the amount that is owed is more than the amount that has been already paid, then the student will have to make arrangements to pay it.
 6. Refunds will be made within 45 days after the school has determined that the student has withdrawn from classes.
 7. Enrollment time is defined as the time elapsed between the actual starting date and the student's last day of physical attendance in the school. Cancellation or termination date is determined by the postmark on written notification, or the date notice of cancellation is delivered to the school administration in person. In case of a leave of absence, regardless of duration, the termination date is the date that student was scheduled to return to school but failed to be present. Refunds are due within 45 days of that date.
 8. For students who do not formally withdraw. If the student fails to attend four consecutive scheduled days of attendance, (for the Saturday Programs) and fourteen scheduled consecutive days (for the Massage Programs) and the institution is unable to contact the student, student's contract is cancelled on the sixth day of schedule attendance. Refunds are due within 45 days of that date.
 9. If the school discontinued or canceled a program or course prior to completion of the educational programs, the institution will provide a pro-rata refund of tuition and transfer all hours completed. When an institution is in default, students institutional charges may be refunded on a pro-rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable education program at another institution at no additional charge to the student beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, a total refund of all institutional charges shall be made to the student.
 10. If you receive a loan to pay for the cost of your program you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
 11. **Termination:** A student may be terminated for inadequate grades, failure to comply with attendance policies, or any failure to comply with the policies California Institute of the Healing Arts & Sciences as outlined in the policies and this catalog.

PLACEMENT ASSISTANCE

CIHAS graduates are eligible for placement assistance for the massage therapy programs. The Holistic Health Practitioner, Behavioral Therapist, Life Coach and Clinical Hypnotherapist graduates either begin a private practice as a Health Care Professional or incorporate their program into a current profession. During the entrance interview, the director and student discuss the vocational objective of the student. If the student is looking to begin their own practice, they are asked to complete a "Self-Employment Acknowledgement." CIHAS has incorporated into its training programs how to develop a successful private practice. Instructors cover every aspect of marketing your services to details of how to conduct the therapeutic session, from start to finish.

STUDENT RECORDS

Students are advised that state law requires this educational institution to maintain school and students records for at least a five-year period, and student transcripts indefinitely. Records are made available to any accrediting or approval agency upon written request and a \$25 processing fee. Other than these agencies, the

school will release individual student information to anyone upon receipt of a transcript request form signed by the student. Current students may review their file, by appointment with the Director.

The right of students to inspect their individual records is in accordance with the Family Education Rights and Privacy Act of 1974, Public Law 93.380, as amended.

STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans.
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident or enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Per Ed. Code- Sections 94803, 94877 and 94923, Education Code. Reference: Section 94+923.

STUDENT SERVICES

Student Services are available to the student regarding transportation, childcare, professional counseling services and other agencies, which are within the community.

The California Institute of the Healing Arts & Sciences does not offer on-campus or subsidized housing for our students. The Academy does not have the facilities to assist our students in finding appropriate housing. There is housing available in the surrounding communities; the estimated cost for such housing is approximately \$1100/month for a one-bedroom apartment.

The majority of California Institute of the Healing Arts & Sciences students live within commuting distance of the school. CIHAS does not maintain any resident housing.

DISCLOSURE

Although the Institute was approved to operate by the former Bureau of Private Postsecondary and Vocational Education, the Institute's application for re-approval to operate has not been reviewed by the Bureau pursuant to this chapter.

COURSE DESCRIPTIONS

HOLISTIC HEALTH PROGRAMS

Name of Course: Empowerment

Clock Hours: 32 hours Credit Units: 2.4

This course is designed to present the latest cutting edge technologies in the field of personal growth and transformation. There is a special emphasis on techniques to increase self-confidence, personal power, self-esteem, memory, prosperity, over coming the past, and how to triumph over fear.

Name of Course: Holistic/Alternative Health

Clock Hours: 32 hours Credit Units: 2.4

In this course the healing remedies of the 5,000 year old healing system of Ayurveda are presented, included are the role of the five-elements in health, the use of marma points on the body to restore health, and pulse reading to determine the imbalances in the body that need balancing. Students discover their Body-Type. Learn secrets of ancient healing of keeping the body in balance with daily healthy routines, Pranayama Instruction for deep breathing, Sun Salutations for enlivening and purifying the physiology, rejuvenation and Youthful Skin Massage Oils for specific body types.

Name of Course: The Mind

Clock Hours: 32 hours Credit Units: 2.4

The student explores the latest scientific findings of the mind and nervous system on human behavior. Students study how to use the latest tools in this field to enhance healing and positive behaviors in clients. The effectiveness of Alternative Health modalities are explained through this scientific approach. The nature of the human mind is discussed, in terms of conscious and subconscious. This course focuses on habits and addictions and how to overcome and conquer them.

Name of Course: The Body

Clock Hours: 32 hours Credit Units: 2.4

The human body is explored in relation to its functioning and well-being. A special emphasis is given to the therapeutic process of the Natural Weight Control Program and its many complexities of mind/body/ and emotions.

The complete Weight Loss Program is discussed in detail with the emphasis on resolving subconscious blocks and obstacles with clients and the emotion factors involved. Various techniques and modalities are taught including: inductions, flow of energy, the hypnogenic zones, the language of change, the 3 Pillars to Natural Weight Loss, re-establishing balance in people's lives, your subconscious body image, the 7 keys to weight loss success, the centering technique, energy balancing and emotional maturity.

Name of Course: Emotional Healing

Clock Hours: 32 hours Credit Units: 2.4

This Course explores in-depth the study of emotional trauma for personal transformation. The twin emotions of love and hate are realized to be the essence of all other emotions, within and between all human beings. Discussion

of understanding what emotions are, how the Emotional Body works, and how Positive Emotions affect your health. Energy measurement demonstrations are conducted in class to determine the strength of each of our positive emotions, as well as negative ones. Depression, Anger, Panic Attacks and Anxiety are discussed in relation to symptoms, causes/triggers, and genetics. Different types of stress are analyzed for their role in human behavior and health. Students learn practical tools for de-stressing quickly and how to minimize daily stressors. Students explore and learn the subjective experience of time for peace, happiness and greater efficiency in their lives.

Name of Course: Self-Healing

Clock Hours: 32 hours Credit Units: 2.4

This course provides the knowledge of the fundamental cause of all diseases in life. Students discover how to restore and balance mind, body and emotions to eliminate unwanted symptoms. A set of specific techniques is provided for maximum self-healing, transformation and well-being. Different types of stress are analyzed for their role in human behavior and health. Students learn practical tools for de-stressing quickly and how to minimize daily stressors. Students explore and learn the subjective experience of time for peace, happiness and greater efficiency in their lives.

Name of Course: Mind/ Body Science

Clock Hours: 32 hours Credit Units: 2.4

The basis of this course is for the student to understand the intimate Interconnection of the mind/body relationship in the human experience. Mind/body dynamics is analyzed and understood from both the Eastern and Western perspective. Students study different modalities to effect personal change.

Discover and explore the many different types of communication and assess their impact on human behavior in this course. Students have the opportunity to learn the language of change and its application to the therapeutic process. The student gains the knowledge required for interpersonal communication and understanding. The importance of linguistics and body language are analyzed and used to facilitate client transformation. In addition, public relations are learned, developed and enhanced.

Name of Course: Healing with Energy

Clock Hours: 32 hours Credit Units: 2.4

Students are introduced to a number of energetic modalities. This Course explains how energy effects their environment and things around them, and how it effects healing and transformation. This course emphasizes the fundamental idea that everything in the universe is composed of energy (quantum mechanical physics.) Healing and transformation requires energy.

Name of Course: Intuitive Arts

Clock Hours: 32 hours Credit Units: 2.4

Students discover the four states of consciousness and their importance to attain a state of well-being and human potential. Presented is how to recognize and use intuition. Western and Eastern methods are explored for the significant insights, which can be used to assist clients in their therapy practice.

Name of Course: Behavioral Coaching

Clock Hours: 32 hours Credit Units: 2.4

In this course the student gains knowledge of specific behavioral techniques and strategies to overcome resistance to personal change that many clients have. Students study powerful alternative healing techniques to change negative behaviors and addictions into positive ones.

Name of Course: Externship

Clock Hours: 180 hours Credit Units: 6.0

In this course the student utilizes hands-on applications and techniques learned in the modules of study. Student partake in clinical case studies, clinical experience, case management, counseling and interviewing techniques,

marketing their practice, advertising, ethics and business practices. Monthly reports are submitted to the instructor for review and critiquing.

MASSAGE THERAPY PROGRAMS

MMT 110: Fundamentals of Massage Therapy

Clock Hours: 80 Credit Units: 6

This course covers the basic foundation work needed for a professional massage therapy practice. Swedish massage theory, fundamentals of anatomy and physiology. Correct and efficient body mechanics, quality of touch, draping, client protocol ethics and communication skills, benefits and contraindications of massage therapy.

MMT 120: Deep Tissue

Clock Hours: 80 Credit Units: 6

This course provides the student with the knowledge of musculoskeletal pathology, theory, postural assessment, and kinesiology. It provides the student with the skills to effectively use deep tissue techniques to address chronic pain patterns. Students use hands-on applications and techniques.

MMT 130: Sports Massage

Clock Hours: 80 Credit Units: 6

Sports massage applications, cryotherapy, and assessment techniques that will help the student determine the client's condition are taught in this course. This course prepares the student to provide care and clinical massage for a range of athletic concerns and injuries. Sports related injuries, injury care and specific retroactive modalities are addressed in detail.

MMT 140: Spa & Beauty Techniques

Clock Hours: 80 Credit Units: 6

This course prepares students to provide spa services to clients, including Hot Stone techniques, herbal wraps, salt glow treatments, scalp massage, aloe Vera facial massage, aromatherapy and reflexology. Included in this course are the uses of essential oils extracted from plants, the art and science of using aromatherapy, how to therapeutically effect the well being of your client with a hot stone session and a complete foot reflexology sequence.

MMT 150: Adjunctive Therapies

Clock Hours: 80 Credit Units: 6

Overviews of adjunctive therapies are taught in this course. Subjects covered are: somatic education, experimental anatomy through movement, an introduction to Cranio-Sacral therapy, an introduction into the ayurvedic medical model and self-care for the therapist. Includes review for the National Certification Exam.

MMT 160: Clinical Practicum, Ethics and Business

Clock Hours: 100 Credit Units: 4.17

The main emphasis of this course is to provide students with real clinical experience through working in the school massage clinic. Students learn ethics and professionalism that provides the student with the skills and tools to build a successful practice or to be employed as a massage therapist in the workplace. Students learn how to create an effective resume, learn interviewing skills, develop marketing strategies and learn how to market their practice and services. Include business concepts, client education and support, and intake procedures.